



## **WOODFORD COUNTY FISCAL COURT**

FAX: 859-873-0196

103 South Main  
Woodford County Courthouse  
Versailles, Kentucky 40383

Phone: 859-873-5701

### **REQUEST FOR PROPOSAL**

#### **WOODFORD COUNTY FISCAL COURT AUDITING SERVICES**

The Woodford County Fiscal Court, Kentucky (herein after called Fiscal Court) will receive sealed proposals from CPA firms for a period of one year with the option to renew for two additional years.

Proposals must be mailed or delivered to Becky Wilson, Woodford County Treasurer, 103 S Main St, Room 201; Versailles, KY 40383 in an envelope marked "AUDIT – RFP" in the lower left-hand corner.

#### **PERIOD OF CONTRACT**

The contract shall be for the audit year July 1, 2014 through July 30, 2015. At the option of the Fiscal Court, and with Kentucky Auditor of Public Accounts consent, the contract may be extended for an additional two year period.

#### **TIME OF OPENING**

Proposals must be received by August 31, 2015 and none will be considered thereafter. We do not accept FAX proposals.

#### **LOCATION OF OPENING**

Proposals will be opened and read in the Fiscal Court room, 103 S Main St.; Versailles, KY 40383.

#### **INQUIRIES**

Any questions regarding this RFP should be directed to Becky Wilson in writing at [bwilson@woodfordcountyky.org](mailto:bwilson@woodfordcountyky.org).

#### **RIGHT TO REJECT**

The Fiscal Court reserves the right to reject any and all proposals in response to this RFP.



## **Description of Entity and Records to be Audited**

Woodford County was established in 1792 and is one of 188 county governments in the State of Kentucky. The Fiscal Court funds a Road department; Detention Center; Emergency Management program, Ambulance Service, Solid Waste and Recycling, and Animal Control. The Fiscal Court also currently fee pools with the Woodford County Sheriff and Woodford County Clerk.

The Fiscal Court uses a combined checking account for the General Fund, Road Fund, Jail Fund, LGEA Fund, State and Federal Grant Funds, Emergency Management Fund, and a Debt Fund to account for all receipts and expenditures.

The Fiscal Court also uses a Payroll and Revolving checking accounts for the bi-weekly payroll.

The Ambulance account is a clearing account used by the outside billing agency to account for collections on ambulance bills.

The Fiscal Court accounting records are maintained on a cash basis. The Fiscal Court does, however, maintain GASB #34 records.

Woodford County Fiscal Court's audits have been conducted on a Regulatory Basis instead of GAAP basis.

The audit will need to be completed and the report issued by February 15, 2016.

## **Requirements of Successful Audit Firm:**

- Firm which submits the lowest and/or best bid; whichever, is deemed to be in the best interest of the Fiscal Court.
- The auditor in charge of the audit must have a minimum of three (3) years experience auditing county governments and shall be a CPA in good standing with the State Board of Accountancy.
- Firm will be in good standing with the State Board of Accountancy.
- Firm will provide the most recent Peer Review conducted on their firm.
- Will provide a summary of their approach to this audit.

Attachment A provides a guideline to the audit firm for providing a quote for the Woodford County Fiscal Court audit. We understand that this is for a standard, run-of-the-mill audit – if additional auditing is required because of questions or concerns the audit firm may have that additional costs may be approved by the Judge-Executive.

Attachment B provides the audit firm a place to provide references.

## **ACKNOWLEDGEMENT**

**We have reviewed the information in the RFP and hereby agree to perform a financial audit of Woodford County Fiscal Court financial records in accordance with the standards specified in the RFP.**

**We have included a copy of our most recent Peer Review with this proposal. Three relevant audited entities have been provided as a reference. We have provided a summary of our proposed approach to this audit.**

**We acknowledge receipt of: the financial services request for proposal guideline. I am aware that the Fiscal Court will choose the firm that provides the best proposal based upon our review of the RFP and the firm itself. By signing this proposal, we agree to accept the decision of the Fiscal Court as final and binding.**

**Signed:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attachment A**

FIRM: \_\_\_\_\_  
**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR  
WOODFORD COUNTY FISCAL COURT**

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	_____	\$ _____	\$ _____	\$ _____
Managers	_____	\$ _____	\$ _____	\$ _____
Supervisory Staff	_____	\$ _____	\$ _____	\$ _____
Staff	_____	\$ _____	\$ _____	\$ _____
Other (specify): _____	_____	\$ _____	\$ _____	\$ _____
Subtotal	_____	\$ _____	\$ _____	\$ _____
Out-of-Pocket Expenses				
Meals and Lodging				\$ _____
Transportation				\$ _____
Other (specify): _____				\$ _____
Total All-Inclusive Maximum Price for FY 2014 -2015 Audit				\$ _____
Total Cost for Two Subsequent Years				
FY 2015 - 2016				\$ _____
FY 2016 - 2017				\$ _____

**REFERENCES**

**Please list three (3) references:**

Organization \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Organization \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Organization \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_